

JOB OPPORTUNITY ANNOUNCEMENT

JOA No. 00-040

Applications should be forwarded to: **DEFENSE DISTRIBUTION CENTER
2001 MISSION DRIVE
NEW CUMBERLAND, PA 17070-5000**

POSITION: Equipment Specialist (General), GS 1670-09 potential GS-11 or GS-11

LOCATION: Defense Distribution Center, Office of Logistics Operations, DDC-J3/J4-E

POC: DDC Personnel Office, New Cumberland, 717-770-5709

OPEN: One-Time

OPENING DATE: 08-09-00

CLOSING DATE: 08-23-00

FINAL CLOSING DATE: 08-23-00

APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON THE CLOSING DATE

SPECIAL INFORMATION

☒ TDY required 20 percent of the time.

☐ Position is subject to mobility or rotation

☒ Reassignments/Change To Lower Grade (CLG) applicants must apply against JOA.

Position Sensitivity: Non-Critical

Security Clearance: Not Applicable

(Persons selected for such positions must have or be able to obtain appropriate level of clearance.)

PCS Expenses: Are Authorized

Relocation Services: Will be Considered

☐ Completion of a 1 year supervisory/managerial probationary period are required.

☒ Evaluation and Ranking Criteria: DDC Instruction 1404.4/DLAR 1404.4

Tour of Duty/Shift: Day Shift

☐ Position is a drug testing designated position: all applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment and periodically thereafter.

☐ Conditions of employment:

☐ This position will be filled temporarily NTE 1 year and may be extended for an additional 4 years.

☐ This position will be filled temporarily and may be converted to permanent without further competition.

☐ OF 665 – Ability to Drive Safely must be completed.

☐ Other: .

AREAS OF CONSIDERATION

CURRENT PERMANENT EMPLOYEES:

☐ Federal Wide ☒ DLA Wide
☐ DoD Wide ☐ DDC Wide
☐ Specific Org:

AND THOSE WHO ARE:

☒ VRA Eligibles ☒ INTERNAL
 ☐ EXTERNAL

☐ Reinstatement Eligibles

☐ 30% or More Disabled Veterans

☐ Handicap Eligibles

☒ Others: PREFERENCE ELIGIBLES OR VETERANS WHO HAVE BEEN SEPARATED FROM THE ARMED FORCES UNDER HONORABLE CONDITIONS AFTER 3 YEARS OR MORE OF CONTINUOUS ACTIVE SERVICE MAY APPLY.

REASONABLE ACCOMMODATION AVAILABILITY: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATION PROCEDURES:

Applicants need to submit either an SF-171, OF 612, resumes or other application format to apply for this position. Applicants submitting resumes or other application formats need to refer to the OF-510 to ensure that all required information has been provided on their application. Previous or current Federal employees also need to provide the highest grade they have held on a permanent basis, date(s) and job title of the position held. Failure to include all required information may result in your loss of consideration for this position. Other applicants may obtain forms by calling (717) 770-5709.

ADDITIONAL REQUIRED FORMS (If Applicable):

☐ DD214
☐ Proof of 10 Point Preference
☒ SF50
☒ Last Performance Appraisal/Rating
☐ OF-300 (for Supervisory Positions)
☐ 1st Level
☐ 2nd Level

DESCRIPTION OF DUTIES: Provides technical advice and assistance in the proper operation, care, maintenance and repair of equipment. Reviews the maintenance procedures and operations of contracted, host and in-house maintenance shops, and reviews billings to the depots. Advises the regional equipment manager on findings, and recommends

improvements that can be implemented throughout the region. Receives and analyzes deficiency reports, determines extent of overhaul, repair, or appropriate modification; and develops supporting cost/benefit data. Visits field activities and contractor facilities to verify technical manuals, and to secure and provide advice on equipment operation, modification, maintenance and repair. Evaluates appropriateness of combining individual corrective action with other pending actions and makes necessary changes to total maintenance policies and procedures. Monitors and coordinates resolution of all maintenance problems, as well as all modifications within assigned area. Maintains liaison with commodity managers, engineering and upper level management officials throughout the region to keep informed on current developments related to the mission. Provides technical advice concerning parts, materials, and manufacturing, repair, and maintenance processes and procedures. Advises shops on causes of problems and the solutions, recommends corrections and substitutions for items on provisioning lists. Develops technical procurement packages including quality assurance, test, and inspection requirements. Reviews technical data, drawings, and specifications to determine and establish sources of manufacture. Through conferences, meetings, reports, and training, provides technical advice, assistance, and specialized equipment knowledge necessary to support assigned categories of equipment from the time the equipment is introduced into the logistical system until it is retired through sale, scrap or donation. Continually reviews projected workload regarding equipment maintenance, conditions/ utilization of equipment to develop, screen or revise material requirements' lists and maintain long-range equipment plans to assure the quality and quantity of necessary support items. **For the GS-09 potential GS-11, the above duties are done in a trainee capacity.**

QUALIFICATION REQUIREMENTS: Time-in-grade and time after competitive appointment requirements must be met by closing date. One year of specialized experience is required. This is experience that is directly related to the position being filled and which has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to successfully perform the duties of the position. Examples of qualifying specialized experience include: working as a skilled mechanic or maintenance worker, sales or service engineer, or planner or estimator in a technical group dealing with manufacture, utilization, repair, or operation of equipment; reviewing and applying technical specifications and requirements; analyzing equipment and forecasting spare parts requirements; reading and interpreting engineering change orders, equipment requisitions, shop orders, and work orders; analyzing contract specifications and examining pertinent equipment to determine if specifications are met and analyzing or supervising maintenance, repair, or production operations to determine methods of improvement. To be creditable for the GS-09 potential GS-11, the experience must have been equivalent to the GS-07 grade level. For the GS-11, the experience must have been equivalent to the GS-09 grade level.

EVALUATION PROCEDURES:

All competitive applicants who met basic eligibility will be evaluated using one of the following procedures:

1. Regular Evaluation Procedures will be used when there are more than 10 minimally qualified candidates. Points are awarded for each job element and will range from 1 through 4, with 4 being the highest. Points will be based on experience and training which are documented on your application. Your final score will be determined by averaging the total of all your points awarded: and a final score of 3.0 or higher will be considered "highly qualified" (HQ). Twenty HQ candidates may be referred. If more than 20 HQ candidates exist, a search for a meaningful break between two scores will be accomplished. If a meaningful break of .26 or higher between two scores occurs, all applicants above this break will be referred. If this results in less than 20 candidates being referred, a search for a meaningful break between two scores will continue until at least 20 applicants are referred.

2. Simplified Procedures will be used for GS positions when there are 10 or fewer candidates. No numerical score will be assigned when using this procedure. All candidates who possess the knowledge, skills and abilities (KSA's) of the position will be referred.

All non-competitive applicants (reassignment, change to lower grade, reinstatement and VRA eligibles), who score an average of 2.0 or above on all the job elements will be considered qualified (Q). Non-competitive, Qualified candidates will be referred to the selecting official for consideration without further evaluation.

WG positions require the use of a Screen-Out Element (SOE). Points awarded for this element will range from 0 to 4, with 4 being the highest. Points will be based on experience and training which are documented on your application. All

applicants must receive a raw score of 2.0 or above on the SOE in order to be considered minimally qualified for the position(s) being filed.

ALL REFERRED CANDIDATES ARE LISTED IN ALPHABETICAL ORDER. SCORES ARE NOT DOCUMENTED IN THE REFERRAL PACKAGE.

JOB ELEMENTS: When completing your application, include any experience, education, or training you have had, or any awards you have received which would indicate the extent of your knowledge, skills or abilities (KSA's) as they relate to each of the following elements.

1. KNOWLEDGE OF THE CHARACTERISTICS, PROPERTIES AND USES OF EQUIPMENT.
2. KNOWLEDGE OF TECHNICAL METHODS, PRINCIPLES AND PRACTICES OF OPERATING EQUIPMENT.
3. ABILITY TO INTERPRET AND APPLY STANDARDS.

PHYSICAL DEMANDS: The work requires long periods of standing, bending, crouching, stooping, stretching, reaching and recurring lifting of moderately heavy objects.